



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
Naomi De Mers, Division Administrator

Date: April 29, 2019

To: RFI Respondents

From: Department of Administration (DOA)
Division of Facilities & Development Management (DFDM)

Re: Request for Information (RFI) #285-002 – Student Housing – University of Wisconsin - Green Bay, Marinette (UWGB-Marinette)

The State of Wisconsin's Department of Administration, DFDM desires to lease a residential facility for use as student housing for 60-70 students (subject to change based on Fall 2019 enrollment) in the City of Marinette. The facility or facilities must be located within a radius of $\frac{3}{4}$ of one mile (and less than 1-mile walking distance by public streets) from the UWGB-Marinette Main Building at 750 W. Bay Shore St., Marinette, in the area shown on Exhibit B – Preferred Area. Locations outside of this area will be considered if just beyond radius and within the walking distance set forth.

Only students enrolled at UWGB-Marinette and in the Residence Life program will be permitted to reside in these leased facilities. General space requirements include: one and two bedroom, furnished (including appliances) suites with private bathrooms and building laundry area and storage rooms, as detailed in Exhibit C – List of Areas and Suggested Sizes. The premises must be provided in turnkey condition including all tenant improvements (if applicable), with the exception of cable TV and internet services, which will be provided by UWGB-Marinette.

All responses should contain information on building common area amenities, ADA accessibility, parking and existing building utilities services (including a list of telecommunications and fiber carriers). Approximately one parking space for each bedroom must be available (including handicapped parking). Single tenant and mixed-use buildings will be considered, provided that in mixed use buildings, students have separate secured entrances and common areas. All space must be above ground with windows, except for laundry and storage rooms.

General lease terms include a 5-year Initial Lease Term, two 5-year renewal options and an early termination provision. In addition, the lease must be structured as a Full-Service Gross Lease with an Annual Rental Rate that includes base rent, all operating expenses (e.g., real estate taxes, insurance, utilities, common area janitorial, maintenance), tenant improvement amortization (if applicable) and parking.

All responses must contain the following: a) site plan showing site access, parking, and building access, b) floor plan(s), c) building photos, d) area map indicating building location, and e) a completed RFI Respondent's Response Sheet (see Exhibit A).

The leased premises must be completed and available for access no later than August 1, 2019; with occupancy and rent to commence on September 1, 2019

This is a Request for Information (RFI) and not a Request for Proposal (RFP). However, any lease terms provided should be as complete and accurate as possible.

If you are interested in providing information on a site, please respond to this RFI to the Department of Administration, 101 E. Wilson Street, 7th floor, PO Box 7866, Madison, WI 53707-7866 no later than 3:00PM on Monday, May 6, 2019. Questions may be submitted to doarealestateinfo@wisconsin.gov.

EXHIBIT A
RFI Respondent's Response Sheet – Due Date: 3:00pm May 6, 2019

Proposed Building Address _____

Proposal Date _____

LEASE PROPOSAL:

I. SQUARE FOOTAGE:

- A) Total useable square feet (does not include common area) _____
- B) Load Factor (if any) _____
- C) Total rentable square feet (includes common area) _____

II. TERMS AND CONDITIONS:

- A) Length of Initial Lease Term Five (5) years
- B) Renewal Options Two 5-year options
- C) Termination Option On 180 days' notice,
Lease termination effective no
sooner than end of 2nd year of
initial term or 2nd year of each
renewal term (if exercised)
August 1, 2019
- D) Targeted Tenant Access Date (indicate alternative date if unable
to achieve desired date) August 1, 2019
- E) Targeted Lease Occupancy/Rent Commencement Date (indicate
alternative date if unable to achieve desired date) September 1, 2019

III. UNITS AND RENTAL RATES:

<u>Unit Type</u>	<u>(a) Number of Units</u>	<u>(b) Square Feet</u>	<u>(c) Annual Rent Per Unit</u>	<u>(a)x(c) Annual Total (Year 1)</u>
One Bedroom			\$	\$
Two Bedroom			\$	\$
TOTAL				\$

IV. SUBMITTED BY:

<u>Respondent's Contact Information</u>	<u>Respondent's Agent Contact Information (if different)</u>
Company Name:	Agent/Firm Name:
Full Address (street and city):	Full Address (street and city):
Telephone Number (Office/Mobile):	Telephone Number (Office/Mobile):
Email Address:	Email Address:
Contact Name:	Contact Name:
Signature:	Signature:

EXHIBIT B Preferred Area Map

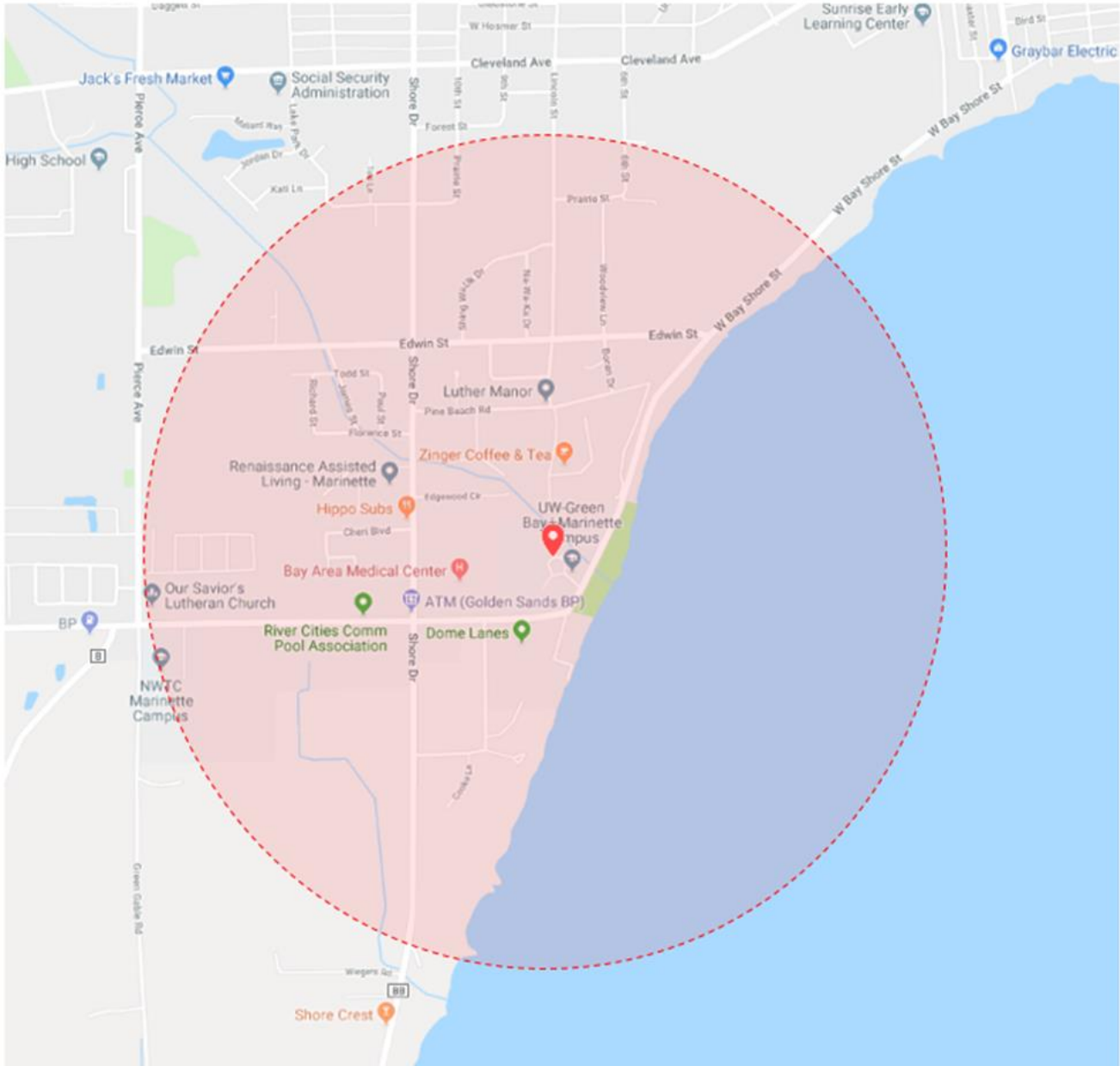


EXHIBIT C
List of Areas and Suggested Sizes

<u>Residential Units</u>	Approximate Number of Units	Approximate Square Feet	Maximum Occupancy per Unit
Single Bedroom	4-10	700	1 to 2 students
Two Bedroom Suite	14-20	750	2 to 3 students
Total Number of Units/Beds	Approximately 60-70		

<u>Common and Support</u>	Number Required	Minimum Square Feet	Comments
Laundry Area	Not less than 1 per 150 students	Sufficient to accommodate appliances and work surfaces	No less than one washer/dryer per 40 students
Storage Space	One per building	150	Should be secured